

# **RECRUITMENT RULES**

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**GOVERNMENT OF PUDUCHERRY**  
**CONFIDENTIAL AND CABINET DEPARTMENT**

*(G.O. Ms. No. 29, dated 6th May 2015)*

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Notification No. F5/4/65-GP, dated the 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the General Administration Department's notification *vide* G.O. Ms. No. 40, dated 22-6-1983 and published as Supplement to the Official Gazette No. 31, dated 2-8-1983 save as respects things or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry, hereby makes the following rules regulating the method of recruitment to the Group 'C' post of Stenographer Grade-II (Tamil) in the Legislative Assembly Secretariat, Puducherry, namely:—

1. *Short title and commencement.*— (i) These rules may be called the Government of Puducherry, Legislative Assembly Secretariat, Group 'C' post of Stenographer Grade-II (Tamil) Recruitment Rules, 2015.

(ii) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of post, its classification and Pay Band and Grade Pay/Pay Scale.*— The number of the said post, its classification and the Pay Band and Grade Pay/Pay Scale attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said post, age-limit, qualification and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualifications.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect the reservations, relaxation in upper age-limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

## SCHEDULE

**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE-II (TAMIL)**

1. Name of the post	: Stenographer Grade-II (Tamil)
2. Number of post	: 1 (One) [2015] Subject to variation dependent on work-load.
3. Classification	: General Central Services–Group 'C'–Non-Gazetted–Non-Ministerial.
4. Pay Band and Grade Pay/Pay Scale	: Pay Band 1– ₹ 5,200-20,200 + Grade Pay ₹ 2,400
5. Whether selection post or non-selection post	: Not applicable
6. Age-limit for direct recruits	: Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made.)
	<i>Note : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications.</i>
	<i>Note : (2) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.</i>
7. Educational and other qualifications required for : direct recruits.	<ul style="list-style-type: none"> <li>(i) A pass in H.S.C. (12th Class) or equivalent from a recognised Board or University.</li> <li>(ii) A pass in Stenography in Tamil in Higher Grade</li> <li>(iii) A pass in Typewriting in Tamil and English both in Higher Grade.</li> </ul>
8. Whether age and educational qualifications : prescribed for direct recruits will apply in the case of promotees.	Not applicable
9. Period of probation, if any	<ul style="list-style-type: none"> <li>: Two years</li> </ul> <p>The direct recruits shall have to pass the following departmental tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry within the period of probation.</p> <ul style="list-style-type: none"> <li>(i) Accounts test for Subordinate Officers;</li> <li>(ii) Common General Departmental test for Ministerial staff; and</li> <li>(iii) Office Automation conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry.</li> </ul>

10. Method of recruitment, whether by direct recruitment or promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : By direct recruitment through competitive examination conducted by Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry comprising the following tests:—

(a) Skill test norms:

- (i) Dictation: 10 minutes at 80 words per minute.
- (ii) Transcription: 50 minutes (Tamil) (on computer).

(b) Typewriting test in Tamil at 40 words per minute (on computer).

*Note: Vacancies caused by the incumbents being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officials of Puducherry Administration—*

(a) (i) Holding analogous posts on regular basis; or

- (ii) with 8 years service in the posts in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 1,900; and

(b) Possessing the qualifications prescribed for direct recruits under column (7).

(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central/State/Union Territory Government shall ordinarily not exceed 3 years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/ absorption to be made. : Not applicable

12. If a Departmental Promotion Committee exists, : what is its composition? : *Group 'C' Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee—*

- (i) Secretary in-charge of Department .. Chairman of Personnel .
- (ii) Joint/Deputy/Under Secretary to .. Member Government (DPAR).
- (iii) Secretary, Legislative Assembly .. Member Secretariat, Puducherry.

13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable

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(By order of the Lieutenant-Governor)

**M. KANNAN,**  
Under Secretary to Government.